

Clermont County Permit Central

2275 Bauer Road * Batavia Ohio 45103 * (513)732-7213

PERMIT EXTENSION/CANCEL REQUEST

(In accordance with: OBC & RCO 105.5 & 105.6)

Per the *Ohio Building Code* (OBC) and *Residential Code of Ohio* (RCO), approval of your plans (**your permit**) **expires after 1-year** from the date of approval. The Clermont County Building Inspection Department can **extend a permit/approved application ONCE for 1-Year, IF** requested by the owner at least **10 days in advance** and upon payment of an extension fee (\$50.50 residential, \$51.50 commercial). (OBC 105.5; RCO 105.5)

Once work has started and the work is delayed or stopped **for more than 6-months**, the approval of your plans becomes invalid. The OBC allows for up to two, 6-month extensions if requested by the owner at least **10 days in advance** of the expiration of the permit and upon payment of an extension fee. (OBC 105.5; RCO 105.5)

If the approved work is in progress as documented by our inspection staff with passed or failed inspections at least every 6-months, your application can be held active. Scheduling inspections is the responsibility of the applicant. Please contact our office and schedule your inspections before the application/permit expires.

PROJECT ADDRESS _____ DATE _____

JOB NAME _____ DAYTIME PHONE: _____ AP NO: _____

I am requesting Clermont County Permit Central to extend my plan approval/permit as follows:

☐ **1-Year Extension Request** (If work has not started; This can only be done ONCE.)

☐ **6-Month Extension Request (First)** (If work has started and been delayed)

☐ **6-Month Extension Request (Second) THIS IS THE LAST POSSIBLE EXTENSION.**

☐ **CANCEL APPLICATION:** I am requesting to cancel my application. The work described on the application has stopped or will not be completed. I understand that if I plan to proceed with the described work in the future, a new application will need to be obtained.

I clearly understand the limitations of this extension as stated above:

Signature (Owner/Owner's Agent)

Print Name Here

Date

Plan Approval Extension Request granted by _____ New Expire Date _____
Signature

PLEASE KNOW THAT THIS APPLICATION WILL BE EXPIRED IF EXTENSIONS CANNOT BE GRANTED.

Any additional work after the application is expired will require a new application, plan review, and fees. (3/1/07)